**ANNEX IV – CHECKLIST**

We suggest to the applicants who are submitting their proposals to check the following items to ensure the completion of all requested documents at this stage.

|  |  |  |
| --- | --- | --- |
| **Document** | **Note (if any)** | **Check** |
| 1. Instruction to Applicants – signed and stamped |  |  |
| Folder A – Administrative Documents |  |  |
| * Non bankruptcy proof; * Anti-corruption policy; * Code of Ethics; * A valid chamber of commerce registration, or equivalent document, of the Service Provider (produced in original format and in any case, in English); * The Tender Submission Form (annex III) – signed and stamped |  |  |
| Folder B – Technical Offer |  |  |
| Folder C – Economic Offer |  |  |

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